

COMPLIANCE MANAGER

Seeking an experienced Compliance Manager to provide support to staff and clients through the use of property management software (RealPage - OneSite) and housing agencies' systems and programs to ensure compliance with industry regulations. The Compliance Manager serves as an advisor to the department leadership on internal issues requiring consistent monitoring and reporting.

RESPONSIBILITIES

Provide resolutions to support requests to internal and external RealPage users for the company and RealPage consultants assigned to the company account.

Configure, troubleshoot, repair, and resolve setup issues for all staff as it relates to RealPage product issues.

Responsible for all aspects of conversions (including computer set-up) from a legacy system to RealPage products.

Communicate directly with staff and clients via phone, e-mail and remote diagnostics to identify and resolve issues for RealPage products and TRACS.

Prepare, monitor, and track HUD voucher submission via RealPage and TRACS-related functions

Manage the testing, documentation and implementation of assigned projects, including tracking support requests through completion.

Carry out audits and reviews of files which include inspection and monitoring enforcement.

Establish and maintain a positive professional relationship with staff and clients.

QUALIFICATIONS

- Must have the ability to travel
- Minimum 2 years college experience preferred
- 3 years compliance/audit experience
- HCCP, CP3 or equivalent housing certifications required
- OneSite property management software experience preferred
- Business acumen, cross-functional competence, interpersonal savvy and strong analytical capabilities
- Excellent oral and written English skills
- Strong presentation and command skills

COMPENSATION

- In addition to salary commensurate with abilities and experience, a comprehensive benefits program including healthcare and retirement plans are included in compensation package.

EQUAL OPPORTUNITY EMPLOYER